

Article - General Provisions

[\[Previous\]](#)[\[Next\]](#)

§4–503.

(a) Each governmental unit that maintains public records shall:

(1) identify a representative who a member of the public should contact to request a public record from the governmental unit;

(2) maintain contact information for the governmental unit's representative that includes:

(i) the representative's name;

(ii) the representative's business address;

(iii) the representative's business phone number;

(iv) the representative's business electronic mail address; and

(v) the Internet address of the governmental unit;

(3) (i) post the contact information maintained under item (2) of this subsection in a user-friendly format on the Web site of the governmental unit; or

(ii) if the governmental unit does not have a Web site, keep the contact information maintained under item (2) of this subsection at a place easily accessible by the public;

(4) annually update the contact information maintained under item (2) of this subsection; and

(5) annually submit the contact information maintained under item (2) of this subsection to the Office of the Attorney General.

(b) The Office of the Attorney General shall:

(1) post the contact information submitted under subsection (a)(5) of this section in a user-friendly format on the Web site of the Office of the Attorney General; and

(2) include the contact information submitted under subsection (a)(5) of this section in any Public Information Act manual published by the Office of the Attorney General.

[\[Previous\]](#)[\[Next\]](#)